# Checklist of governance tasks for those who are current RM and LM office holders

This document provides an overview of all actions needed to ensure regulatory compliance applicable to NSW RM. This document is for internal use, to guide current office holders as to what actions they are responsible to take. The full suite of governance documentation and resources is available on <https://www.quakersaustralia.info/organisation/regional-meetings/new-south-wales-regional-meeting/governance>

To use this document as a checklist, scan down the ‘Who’ column to find your particular role and see the ‘Details’ column to learn what actions you are required to take in relation to that regulatory item.

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| Item | When | Who | Details |
| Meeting for Worship for Business | Monthly or as agreed by the Meeting | LM / RM Clerks | Ensure financial statements from treasurer are included with minutesLM clerk to send minutes to RM clerk ASAP, copy to be retained indefinitelyRM clerk to send minutes to AYM Secretary ASAP, copy to be retained indefinitelyThe clerk must stand aside if there is an actual or perceived conflict of interest. Minutes should note a) who took over clerking that agenda item and b) when the clerk returned |
| Annual Report | November | LM Treasurer | Financial report– at a minimum financial year open/closing balance and Income & Expense itemisation for the fiscal year which is October 1st to September 30th Reports should be submitted in November to the LM clerk with a copy retained indefinitely |
| November | LM Clerk | LM annual report to include: 1) list of members / attenders and children2) financial report from treasurer – as above3) activities of the meeting, ‘how has truth prospered’4) other topics as requested by the RM / AYMReports should be submitted in November to the RM clerk with a copy retained indefinitely |
| December | RM Treasurer | Fiscal year October 1st to September 30th opening & closing balances all accountsFiscal year Balance Sheet and Income & Expenditure reportsReport against budget |
| JanuaryFebruary | RM Clerk | Summary of LM reports plus the RM Treasurer’s report (as above)Submit to AYM Secretary after RM approval in February with a copy retained indefinitely |
| ACNC Annual Report *(if the meeting is ACNC-registered)* | February | Clerk of the ACNC-registered meeting | Online report submission is due February to include Income & Expense, opening / closing bank balance, and full office bearer details |
| NSW Fair Trading Annual report *(if the meeting is Incorporated)* | Anniversary of Date of Incorporation (NSWRM is February) | RM Clerk | AGM1. Must confirm the minutes of the last year’s AGM and must submit to the AGM:
	1. Audited financial reports for the previous fiscal year
	2. RM annual report
	3. Statement of office-holders
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| Clerk of the Incorporated meeting | If Incorporated but not registered with ACNC the meeting must complete form A12 with NSW Fair Trading which includes: date incorporated; AGM date; Association details. There is a fee ($46 in 2018). A late penalty applies if not submitted on time ($82 in 2018) |
| Change of office holders | Immediately on change | LM Clerk | Notify the LM ACNC Public Officer (if registered) and RM Clerk immediately on changingNotify relevant banking institutionsNotify neighbours of the Meeting House in case of emergency |
| RM Clerk | Notify the AYM Secretary and RM Public Officer immediately on changingInform the AYM Secretary of any changes to who needs access to the Meeting’s emails via generic email addressNotify Australian Charities and Not-for-profits Commission (ACNC) or ask Public Officer to do this. |
| Fundraising | Ongoing | Fundraising Event Organiser | No license is required but DA may be needed for markets depending on the Local Council.Total expenses may not exceed 40% of the proceeds. |
| Legal Marriages | As required | Registering Officer | Become registered with NSW after being appointed by NSW RM as Registering OfficerFollow procedures according to [NSW Registry of Births, Deaths & Marriages](https://www.bdm.nsw.gov.au/Pages/marriages-relationships/marriages-relationships-nsw.aspx) |
| Child Protection | Ongoing | LM clerk with support of M&C and Child Protection Contact Friends | Ensure ‘Working with Children Check’ is completed (record the approval number & expiration date) for all adults who supervise minors <18 years old; follow AYM policy on child protection for any issues or suspicions raised; mandatory reporting to police of all instances of abuse; detailed records kept confidential; notify RM clerk |
| Annually | Child Protection Contact Friends | List events involving children; record incidents by date / when AYM Secretary was notified / when insurer was notified. |
| Grievances & Conflict | As required | Elders or Safe Quaker Community (SQC) contact | Approach individuals with sensitivity to resolve the conflict; consider a clearness committee to assist the related parties to get clear about what Spirit is asking of them in this conflict; consider using a ‘threshing session’ if a number of people are involved. Seek help from SQC contact as needed.Work through the AYM SQC policy & procedures. See also procedures in the Handbook chap. 4. |

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| Human Resources | Ongoing | LM / RM Clerk who employs 1. workers or
2. contractors
 | Follow the NSW RM Employment Policy guidelines. See **Contractors**: Ensure clear expectations & costs. Collect Contractor Register info (e.g. proof of insurance, credentials. Ensure they have a safety induction. Pay according to invoices including their ABN; or cash payments only with paid receipts signed by the contractor.**Employees:** Ensure employees have a clear duty statement and signed contract. Make sure it is clear who the employer is (LM or RM). Ensure they have a safety induction & workplace orientation and a safe work environment. Conduct and document performance reviews in accordance with the employment contract. Ensure wages, superannuation, leave entitlements and benefits are consistent with the employment contract and are documented. All HR documentation is confidential and should be retained in a secure location. |
| LM Clerk / Premises Committee supervising 1. volunteers or
2. volunteer meetinghouse wardens
 | Follow the NSW RM Volunteers Policy guidelinesDocuments can be found on the RM Governance webpage <https://www.quakersaustralia.info/organisation/regional-meetings/new-south-wales-regional-meeting/governance> Note that certain conditions must be met for the warden to be legally classed as a volunteer, regardless what title we apply to them. If they do not meet these conditions, NSW RM will be liable for employment benefits and tax withholding requirements. |
| Duty of Care | Ongoing | LM Clerk / Premises Committee | * Conduct and document **monthly site safety inspections**. Retain documentation for 7 years. Checklists make this easier.
* Ensure safety hazards are identified, reported, and rectified (Hazard report form, Incident report form).
* Ensure an annual emergency drill is organised and performed.
* Conduct and document an **annual Health & Safety Risk Assessment**. Send report to RM clerk, retain copy indefinitely. Template documents are available from the RM governance web page.
* Ensure **venue hirers** have signed agreements (a template agreement is available from the RM clerk which should be adapted to the LM’s needs). Venue hirers must provide proof of their liability insurance. Ensure venue hirers have a safety induction.
* Ensure **guests & tenants** have a safety induction on their arrival. This can be done using a room book or other written information. Tenants should have a written, signed tenancy agreement in place as well.
* Ensure **contractors** have a basic safety induction and complete the [Contractor WHS Standards Agreement](https://drive.google.com/drive/folders/1ayzBZUsTJMhf6abI9ksIMRDh3PC2ec2q) prior to their commencing work on site.
* Ensure **employees** and **volunteers** have a safety induction on their first day of work and a safe work environment, including safe relationships. Notify WorkSafe of any serious / notifiable incidents, with concurrent notification of the RM clerk.
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| Ongoing | RM/ LM Clerk | Facilitate a culture of safety awareness to avoid preventable harm, including safe relationships.Be aware of AYM Safe Quaker Community resources and Grievance procedures available at <https://www.quakersaustralia.info/resources/policies> and in chap. 4 of the Handbook.Immediately notify RM clerk / AYM Secretary of any serious or notifiable incidents |